

STATE OF LOUISIANA LEGISLATIVE AUDITOR

Louisiana Technical College
Northwest Campus
Louisiana Community and
Technical College System
State of Louisiana
Minden, Louisiana

April 23, 2003



Financial and Compliance Audit Division

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Albert J. Robinson, Jr., CPA

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**LOUISIANA TECHNICAL COLLEGE,
NORTHWEST CAMPUS
LOUISIANA COMMUNITY AND
TECHNICAL COLLEGE SYSTEM
STATE OF LOUISIANA
Minden, Louisiana**

**Management Letter
Dated April 3, 2003**

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report has been made available for public inspection at the Baton Rouge and Shreveport offices of the Legislative Auditor and at the office of the parish clerk of court.

April 23, 2003



OFFICE OF
LEGISLATIVE AUDITOR
STATE OF LOUISIANA
BATON ROUGE, LOUISIANA 70804-9397

1600 NORTH THIRD STREET
POST OFFICE BOX 94397
TELEPHONE: (225) 339-3800
FACSIMILE: (225) 339-3870

April 3, 2003

**LOUISIANA TECHNICAL COLLEGE,
NORTHWEST CAMPUS
LOUISIANA COMMUNITY AND
TECHNICAL COLLEGE SYSTEM
STATE OF LOUISIANA
Minden, Louisiana**

As part of our audit of the Louisiana Community and Technical College System's financial statements for the year ending June 30, 2003, we considered the Louisiana Technical College, Northwest Campus' internal control over financial reporting; we examined evidence supporting certain accounts and balances material to the System's financial statements; and we tested the campus' compliance with laws and regulations that could have a direct and material effect on the System's financial statements as required by *Government Auditing Standards*.

The annual financial information provided to the Louisiana Community and Technical College System by the campus is not audited or reviewed by us, and, accordingly, we do not express an opinion on that financial information. The campus' accounts are an integral part of the Louisiana Community and Technical College System's financial statements, upon which the Louisiana Legislative Auditor expresses an opinion.

Based on the application of the procedures referred to previously, all significant findings are included in this letter for management's consideration.

Improper Sharing of User ID and Password

Management of the Louisiana Technical College (LTC), Northwest Campus did not terminate access to the central payroll system for an employee that left employment with the campus and allowed another employee to use the user ID and password of an employee at another LTC campus to gain access to the system. Good internal control would require that management prohibit its employees from sharing the user ID or password of another current or former employee of the LTC system and would ensure that the access for an employee that has resigned, transferred, or terminated be immediately suspended.

An employee of the Northwest Campus who was responsible for entering payroll data into the central payroll system resigned on November 22, 2002; however, that employee's access to the payroll system was not terminated. At that time, another employee of the Northwest Campus was allowed to use the user ID and password of an employee of another LTC campus to gain access and enter payroll data into the central payroll system for the Northwest Campus. Allowing employees to share user ID's and passwords eliminates the audit trail necessary to identify the employee entering, altering, or corrupting data in the application. Access to the application and its information must be restricted to prevent abuse and/or misuse. Failure to remove an employee that has resigned or who has been terminated increases the risk of fraud or misuse of public assets.

LEGISLATIVE AUDITOR

LOUISIANA TECHNICAL COLLEGE,
NORTHWEST CAMPUS
LOUISIANA COMMUNITY AND
TECHNICAL COLLEGE SYSTEM
STATE OF LOUISIANA

Management Letter, Dated April 3, 2003

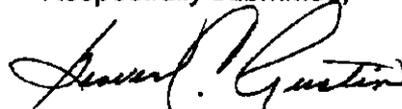
Page 2

Management of the LTC, Northwest Campus should develop and implement policies and procedures that (1) prohibit the sharing of user ID's and passwords; (2) do not allow new users access to the system until management makes the necessary request and obtains a valid user ID for the employee; and (3) ensure that user ID's and passwords are cancelled immediately upon resignation or termination of an employee. Management concurred with the finding and recommendation and outlined a plan of corrective action (see Appendix A).

The recommendation in this letter represents, in our judgment, that most likely to bring about beneficial improvements to the operations of the campus. The nature of the recommendation, its implementation costs, and its potential impact on the operations of the campus should be considered in reaching decisions on courses of action.

This letter is intended for the information and use of the campus and its management and is not intended to be, and should not be, used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this letter is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Grover C. Austin, CPA
First Assistant Legislative Auditor

KWB:WJR:THC:ss

[LTCNWC03]

Appendix A

Management's Corrective Action Plan and Response to the Finding and Recommendation



LOUISIANA TECHNICAL COLLEGE

Office of the Chancellor

150 Third Street – Suite 200
Baton Rouge, Louisiana 70801
Telephone: 225/219-9532
Facsimile: 225/219-9497

James S. Clarke, Ph.D.
Acting Chancellor

CAMPUSES:

Acadian Campus
Alexandria Campus
Ascension Campus
Avoyelles Campus
Bastrop Campus
Baton Rouge Campus
Charles B. Coreil Campus
Delta Ouachita Campus
Evangeline Campus
Florida Parishes Campus
Folkes Campus
Gulf Area Campus
Hammond Area Campus
Huey P. Long Campus
Jefferson Campus
Jumonville Memorial Campus
L. E. Fletcher Campus
Lafayette Campus
Lafourche Campus
Lamar Salter Campus
Mansfield Campus
Morgan Smith Campus
Natchitoches Campus
North Central Campus
Northeast LA Campus
Northwest LA Campus
Oakdale Campus
River Parishes Campus
Ruston Campus
Sabine Valley Campus
Shelby M. Jackson Campus
Shreveport Bossier Campus
Sidney N. Collier Campus
Slidell Campus
Sowela Campus
Sullivan Campus
T. H. Harris Campus
Tallulah Campus
Teche Area Campus
West Jefferson Campus
Westside Campus
Young Memorial Campus

An Equal Opportunity
College

March 31, 2003

Grover C. Austin, CPA
First Assistant to the Legislative Auditor
Office of the Legislative Auditor
P. O. Box 94397
Baton Rouge, LA 70804-9397

Re: Improper Sharing of USER ID and Password

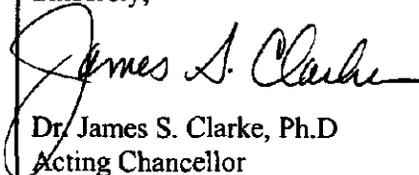
Dear Mr. Austin:

The Louisiana Technical College has received the audit finding referenced above relating to the Northwest Campus. Management concurs with the findings and recommendations related to "Improper Sharing of User ID's and passwords." Every effort will be made to assure that User ID's and passwords are cancelled immediately upon resignation or termination of an employee. Once, the employee completes the form to delete access, the Human Resources Department is to promptly forward this form to LCTCS IT Security Analyst, Vanessa Tom so that all access to the system can be deleted. Currently, Vanessa Tom is working on a report where she can check the status access of all employees on a weekly basis. In addition, employees are required to sign a security form (a confidentiality statement) upon assignment of a User ID and password acknowledging that the sharing of User ID's and passwords is prohibited.

Please be advised that new users would not be allowed to access the system until a valid User ID and password is obtained from LCTCS IT Security Analyst, Vanessa Tom. Requests for access would be submitted to the LCTCS IT department via a form from the head of the department requesting system access.

The contact persons responsible for corrective action are Ms. Vanessa Tom and Ms. Lorraine Murry.

Sincerely,



Dr. James S. Clarke, Ph.D.
Acting Chancellor

JSC/pgj

C: Dr. Walter G. Bumphus (LCTCS President)
Mr. Percy MCraney (Assistant Chancellor)
Mr. Charles T. Strong (Campus Dean)
Mr. Allen Brown (LCTCS Internal Audit Director)
Ms. Vanessa Tom (IT Security Analyst)
Ms. Jan Jackson (LCTCS Senior Vice President for Finance and Administration)
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